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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School
FROM : Chief Instructor, Intelligence Orientation
SUBJECT: Weekly Activities Report, 15 - 21 August 1956

DATE: 21 August 1956

1. Significant Items:

Nothing to report.

2. Other Activities:

a. On 15 August Messrs. [] conferred with Mr. []
[] DD/S Training Officer, on aspects of Intelligence Orientation.

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b. The Registrar has reported that 140 applications for enrollment in Intelligence Orientation #1 were received through 17 August. This is 15 more than maximum enrollment.

c. The following preparations for Intelligence Orientation #1 have been completed:

- 1) Draft of Training Evaluation Forms. These will be sent to the printer this week.
- 2) Kit materials reviewed and new material added. A significant addition to the required reading in TR Intelligence Manual O-1, "Collection of Information for Intelligence Purposes".
- 3) Guest speakers contacted and commitments secured.

d. The painters have finished their work in the Auditorium. All that remains to be done there is re-hanging of curtains and rearrangement of furniture.

e. Three safes formerly used in the Auditorium were released to the Registrar's office.

f. The Administrative Staff has agreed to place one ditto machine in R&S Building for use by Intelligence School offices.

g. The recording on special forms of course attendance data has been completed for the month of July. This project is a part of the reporting system instituted in connection with the "5% Requirement".

25 YEAR RE-REVIEW

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h. On 20 August, memoranda were sent to ORR, OCR and OBI outlining the plan to invite individuals from IAC agencies to the Intelligence Products Exhibit.

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i. In deference to the desire of Mr. [REDACTED], DD/P Training Officer, the wording of the course description of Intelligence Orientation was changed slightly prior to publication in the OTR Bulletin.

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j. Mr. [REDACTED], agreed to further investigation of the possibility of organizing a special study course for certain categories of DD/P personnel. Mr. [REDACTED] of the School of International Communism will do the necessary planning prior to submission of a formal proposal to D/TR.

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k. At Mr. [REDACTED] request, Mr. [REDACTED] at the 21 August meeting of the Professional Promotion Panel.

3. Personnel Notes:

a. Miss [REDACTED] returned to duty on 19 August.

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b. Mr. [REDACTED] returned to duty on 19 August.

c. Mrs. [REDACTED] was on sick leave 15 August.

d. Mr. [REDACTED] on sick leave 15 August.

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